

Hardingstone Parish Council Travel and Expenses Policy

It is the aim of Hardingstone Parish Council that no member or employee will be financially disadvantaged when representing the council.

Hardingstone Parish Council will make reimbursement for all or some of the expenses the Clerk, Chair or Councillors may meet on its behalf when incurred in performing the duties required by the council.

1. Clerk's Expenses

The Clerk will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking, provided that these expenses have been approved by the Council. The clerk will not receive expenses for attendance at any meeting of Hardingstone Parish Council or any work within the parish.
- The clerk may be reimbursed for purchases made on behalf of the Council, provided that these expenses have been approved by the Council. The clerk will obtain a VAT receipt in the name of the Council and submit this with the expenses claim.

2. Councillor's Expenses

Parish Councillors are unpaid and do not receive an annual allowance

- **Travel and Subsistence**
Councillors (including the chair) may be reimbursed for expenses for travel and subsistence when carrying out previously approved duties. Approved duties usually means the doing of anything approved by the Council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the Council or any of its committees or working parties. This includes attending training courses
- Approval for attendance at events / activities referred to above will normally be approved in advance at a full Council meeting, however in an emergency if details of the event / activity come to light between meetings such expenses may be approved after the event.
- Parish Councillors will not receive expenses for attendance of any meeting of Hardingstone Parish Council or any work within the Parish
- Where possible attempts should be made to minimise expenses by sharing lifts.
- The rates of the allowances in respect of travel shall be as follows:
All vehicles: Inland Revenue approved limit (currently £0.45 per business mile)
- **Items purchased specifically at the direction of the Council**
These will be reimbursed. Members will obtain a VAT receipt in the name of the Council and pass this to the clerk along with the expenses claim on the approved form.

Travel and Expenses Policy 2022

Applications for the reimbursement of the above expenses are to be made on the approved application form and submitted to the clerk. These will be approved for payment at the next available full council meeting. Other than mileage, expenses must be supported by a receipt.